

**City of St. Charles Environmental Services  
Lift-Station Packaged Engine Generator  
Invitation to Bid**

The City of St. Charles is seeking sealed bids from qualified Contractors to remove the existing Generac generator model 92A01213-9, Deere 6 cyl. 9.0L diesel engine and replace with a new up-to-date generator-set and transfer switch as specified. Contractors are asked to provide and install a stationary Lift-Station Packaged Engine Generator, for St. Charles Eastside Lift-Station located at 200 Devereaux Way, Charles, IL 60174.

Please bid the lowest price and best delivery on items listed. Advise what discount will be allowed for the existing Generac generator set. Terms and delivery data must be specified. Right is reserved to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities, to negotiate contract terms and options with the successful low bidder, and to contract for the bid to other than the lowest bidder in the best interest of the City of St. Charles.

A **MANDATORY pre-proposal meeting** will be held on-site at Eastside Lift-Station, 200 Devereaux Way, on Thursday May 5, 2016 at 10:00 a.m.

Prior to submitting their bids, it is the contractor's responsibility to check the City web-site, <http://www.stcharlesil.gov/bids-proposals> for important information on submitting bids or proposals and for any addenda associated with this Invitation to Bid.

**SUBMITTAL OF PROPOSAL**

Sealed proposals for the **Lift-Station Packaged Engine Generator Replacement** as described in the accompanying technical specification shall be received before 10:00a.m, Thursday, May 19, 2016 at the:

City of St. Charles City Hall, Council Chambers  
Two East Main Street  
St. Charles, IL. 60174  
Attention: Mike Shortall, Purchasing Office

At that time and place the proposal will be publicly opened and read. Any proposal received subsequent to the time specified will be promptly returned to the Bidder unopened.

All sealed envelopes must be clearly marked for which bid they pertain to.

Interested Bidders shall "register" with Mike Shortall and provide name, phone number, and e-mail address.

Any questions shall be submitted to both Mike Burnett (Environmental Services) and Mike Shortall (Purchasing) via e-mail to the following e-mail address:

[mburnett@stcharlesil.gov](mailto:mburnett@stcharlesil.gov)  
[mshortall@stcharlesil.gov](mailto:mshortall@stcharlesil.gov)

**before Thursday, May 12, 2016.**

Upon receipt of the questions the Bidder shall receive a reply e-mail acknowledging the receipt of the question. Response to the question shall be as soon as practical. Should the question result in a clarification that requires addenda, such addenda will be issued to all registered bidders as soon as practical.

Questions submitted after Thursday, May 12, 2016, shall not be acknowledged or answered. Bidder shall take all necessary steps to propose question prior to Thursday, May 12, 2016.

The City reserves the right to extend the due date. Should an extension be necessary, communication of such shall be e-mailed to all registered Bidders.

**CITY OF ST. CHARLES**

Mike Shortall

Purchasing & Inventory Control Manager